


<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>Commissioning and Contract Officer Band D</b></p>	
<p><b>RESPONSIBLE TO:</b> Commissioning and Contract Manager</p>		
<p><b>RESPONSIBLE FOR:</b></p>		
<p><b>SPECIFIC CONDITIONS OF SERVICE</b></p>		
<p>Ability and willingness to work outside of normal office hours when business needs require, cognisant of the need for work/life balance</p> <p>Vetting required to NPV level 3</p> <p>Occasional requirement to work in different locations and ability to travel within and outside South Yorkshire boundaries appropriate to the role</p> <p>Need to attend internal/external meetings/conferences/workshops as required</p> <p>Casual car user with the appropriate business car insurance</p>		
<p><b>JOB PURPOSE</b></p>		
<p>The Commissioning and Contract Officer will support the delivery of an integrated commissioning strategy for the South Yorkshire Police and Crime Commissioner including victim support services.</p> <p>Overall the post holder will support the delivery of the Police &amp; Crime Plan outcomes and fulfil statutory requirements.</p>		
<p><b>SUMMARY OF MAIN DUTIES</b></p>	<p><b>FOR RECRUITMENT PURPOSES THE SUMMARY OF MAIN DUTIES SHOULD NOT EXCEED 12 BULLET POINTS</b></p>	
<p><b>Main Duties</b></p> <ol style="list-style-type: none"> <li>1. Support the Partnership and Commissioning Manager and Senior Commissioning and Contract Officer to deliver the commissioning strategy for the Police and Crime Commissioner (PCC).</li> <li>2. Support the Senior Commissioning and Contract Officer to develop and deliver commissioning/grant processes for victim and other services across, including responsibility for the negotiation, implementation and management of contracts.</li> <li>3. Support the use reviews of the experiences of victims, witnesses who are victims and other vulnerable people to improve both services provided to victims and other vulnerable people and their journey through the CJS.</li> </ol>		

4. Support the receipt and interpretation of statistical information that will help determine the delivery of the Police & Crime Plan in relation to the needs of victims and other services across in South Yorkshire.
5. Assist in the Identification and promotion of opportunities for CJS and other partner agencies within South Yorkshire to develop a coordinated and consistent approach to services for victims and other services as appropriate.
6. Support and/or develop contract specifications, key performance indicators (KPIs), tender specifications and evaluate tenders to enable effective contract management of providers and ensure that confidence and satisfaction of victim and other services is achieved and maintained.
7. Provide general advice on commissioning and contract matters to members of the OPCC to ensure that matters are managed within Financial Regulations and Contract Standing Orders to minimise financial, legal or reputational risk.
8. Support the management of resources to meet budget constraints.
9. Write and/or contribute to national and local policy setting reports.
10. Contribute to activity to secure additional funding to commission services to contribute to the delivery of Police & Crime Plan outcomes.
11. Support the development of supplier relationships to build capacity in the supplier market.

**General Duties:**

12. Demonstrate personal responsibility at all times and work flexibly across business area boundaries looking for opportunities for continuous improvement and innovation appropriate to the grade.
13. Personal responsibilities for ensuring compliance with all OPCC policies and procedures, including Health and Safety.
14. Assist with all requests for information under the Freedom of Information Act, ensuring compliance with the legislative timeframes and to produce performance management information.
15. Contribute to the development and maintenance of administrative systems within the OPCC.
16. Undertake such other duties commensurate with the nature and responsibilities of the post.